

American Community Survey

Summary File Excel Retrieval Tool

User Guide

Table of Contents

Introduction	3
Step-by-Step Instructions	5
Apply Filtering	10
Reset the Template.....	13
Troubleshooting.....	14
Minimum Hardware and Software Requirements	16

Introduction

This tool allows users to load tables from the American Community Survey Summary File into an Excel spreadsheet, then sort or manipulate it as needed. This tool works best for users who need data for a few tables. Users who need data for more than 20 tables are encouraged to access the ACS Summary File directly on the FTP site at <http://www2.census.gov/>.

Please note users must have MS Excel 2007 or newer to run this tool. It is recommended that you **close all other applications when using this tool**.

This software was developed and tested for use in PC environments with mid to high-end PC hardware, up to date software, and a mid to high speed internet connection such as those found in governments, educational institutions, and businesses. Ensure that your computing environment conforms to the minimum requirements listed in this document before launching this application.

The American Community Survey (ACS) Summary File Retrieval Tool will be discontinued starting with the 2014 ACS Data Releases in fall 2015. Due to the addition of block groups in American FactFinder (AFF) starting with the 2009-2013 ACS 5-year data release and similar functionality of the AFF Download Center, the Census Bureau no longer believes that it is necessary to maintain the retrieval tool. In addition, the 2013 ACS 1-year, 3-year, and 5-year estimates will be removed from the ACS Summary File Retrieval Tool due to technical and software compatibility issues. You can still access older years of data using the ACS Summary File Retrieval Tool and view detailed instructions on using the AFF Download Center by visiting the ACS Summary File page at http://www.census.gov/acs/www/data_documentation/summary_file/.

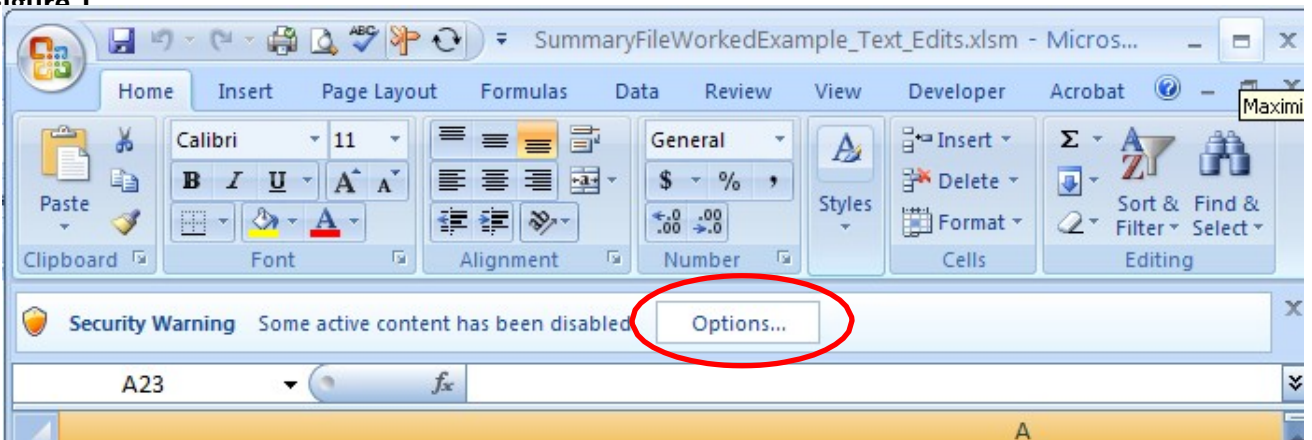
This tool will retrieve ACS Summary Files for the following:

- 2012 ACS 1-year estimates
- 2010-2012 ACS 3-year estimates
- 2008-2012 ACS 5-year estimates
- 2011 ACS 1-year estimates
- 2009-2011 ACS 3-year estimates
- 2007-2011 ACS 5-year estimates
- 2010 ACS 1-year estimates
- 2008-2010 ACS 3-year estimates
- 2006-2010 ACS 5-year estimates
- 2009 ACS 1-year estimates
- 2007-2009 ACS 3-year estimates
- 2005-2009 ACS 5-year estimates
- 2008 ACS 1-year estimates
- 2006-2008 ACS 3-year estimates

Step-by-Step Instructions

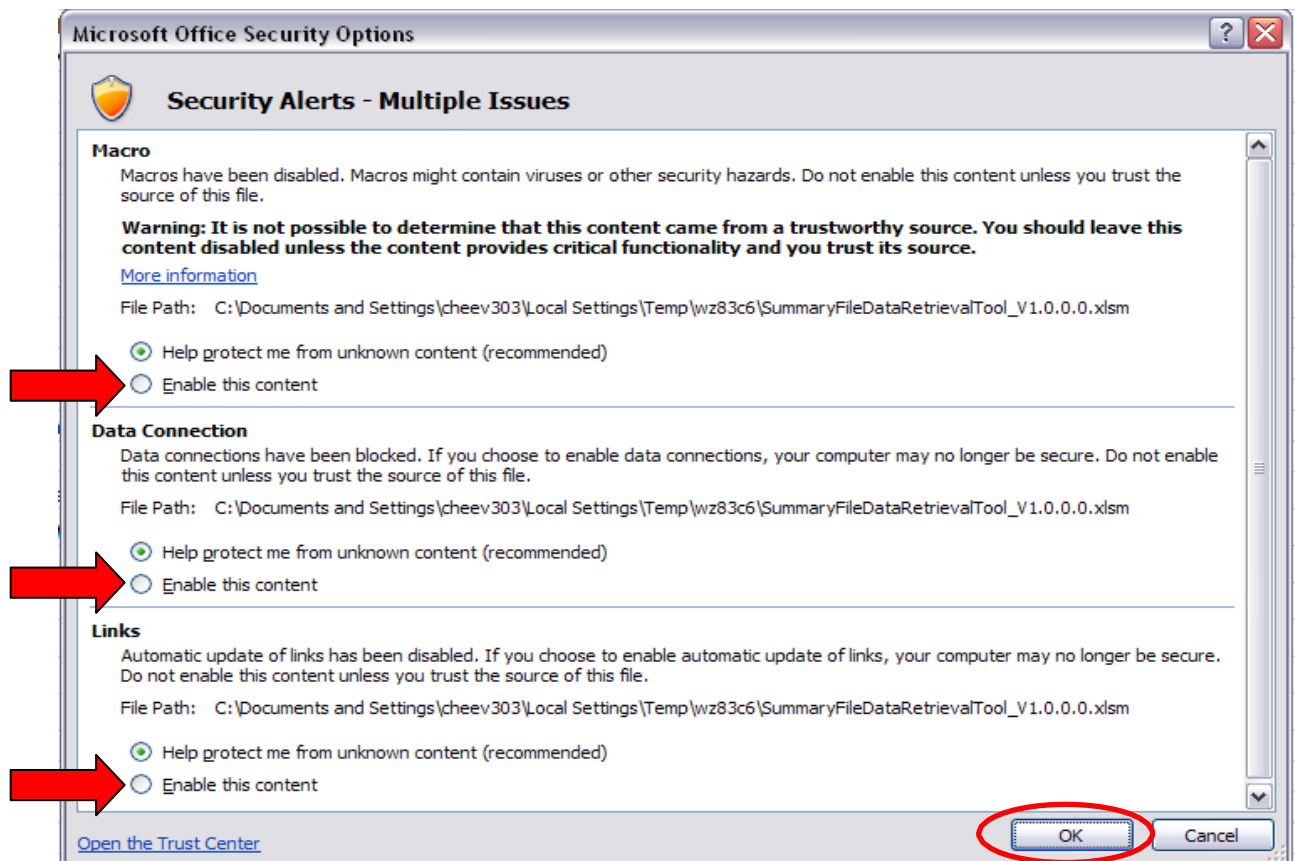
1. Open the Summary File Retrieval Tool at:
http://www.census.gov/acs/www/data_documentation/summary_file/
2. Enable the Macro(s): Click on “Options...” in the Security Warning bar

Figure 1



3. Select the radio button(s) to “Enable this content” → Click “OK”

Figure 2




4. Click on the application icon  → A popup window will appear (Fig. 4) “Step 1 of 2: Select a Major geographic area and dataset”

Figure 3

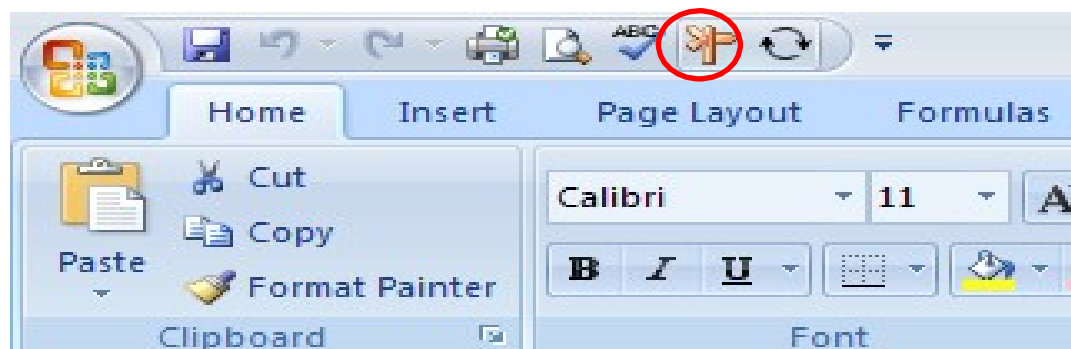
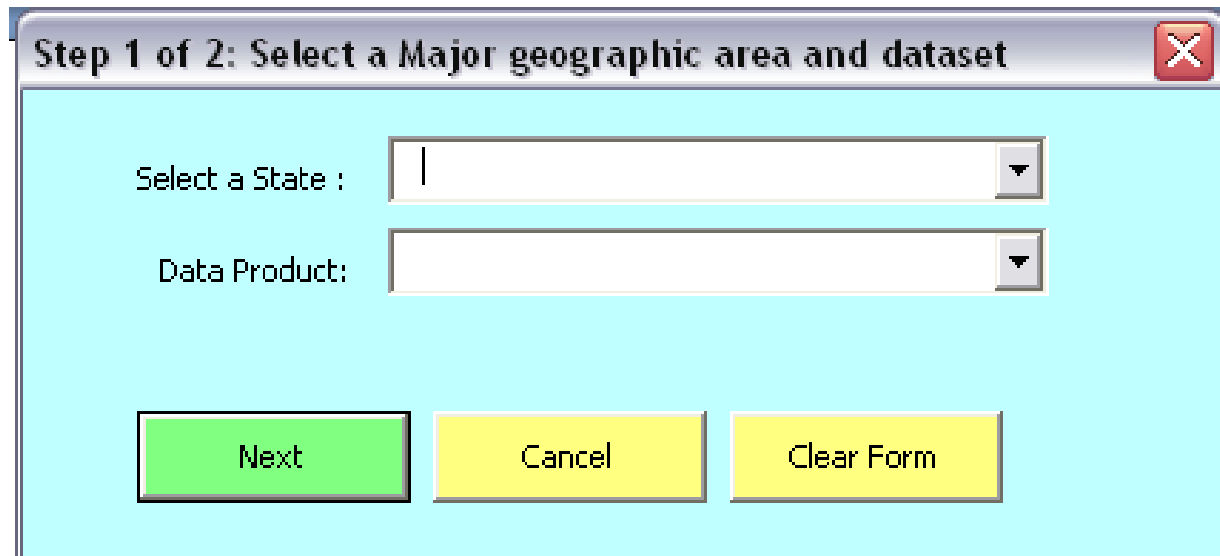


Figure 4



Step 1 of 2: Select a Major geographic area and dataset

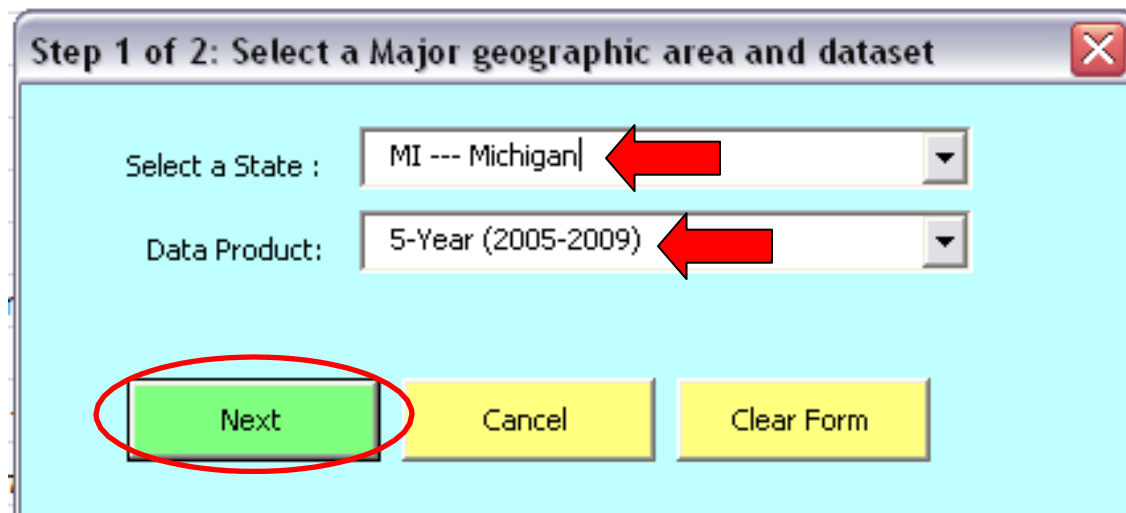
Select a State :

Data Product:

Next Cancel Clear Form

5. Select from the drop down menu or type a state, Puerto Rico or United States→Select a dataset year from the dropdown→Click “Next”
 - i. Figure 5 shows Step 1 complete with Michigan as the state and the 2005-2009 ACS 5-year data as the dataset.

Figure 5



Step 1 of 2: Select a Major geographic area and dataset

Select a State :

Data Product:

Next Cancel Clear Form

6. The next window “Step 2 of 2: Table Lookup” allows you to select a Detailed Table by Table ID or Table Description.
 - i. Click the first checkbox if you are interested in data for Tracts and Block Groups only.

Tracts and block groups are only available in the 5-year estimates.

 - When selecting Tracts and Block Groups, please keep in mind that not all tables are available at the block group level. Please check Appendix E in the Summary File Technical Documentation to see if your table is available at this geography.
 - ii. Click the second checkbox to include the estimates and margin of errors in columns side-by-side. Please note: selecting the second checkbox will increase processing time. Leaving the box unchecked will produce the estimates and margin of errors in two separate Excel sheets.
 - iii. Select a table → Click “Next”

Figure 6

Step 2 of 2: Table Lookup

Select Table Name by ID or by Table Description

☒ Select by Table ID ☒ Select by Table Description

☐ Tract and Block Groups ONLY (no checkmark defaults to all Geographies NOT including Tract and Block Groups)

☐ Merge Estimates with Margin of Errors (This will take time to perform depending on the table size selected)

Next Cancel Clear Form

7. Figure 7 shows Step 2 complete with “Household Language by Linguistic Isolation” for Tracts and Block Groups only.

Figure 7

Step 2 of 2: Table Lookup

Select Table Name by ID or by Table Description

☐ Select by Table ID ☒ Select by Table Description

Table Name by Description:

☒ Tract and Block Groups ONLY (no checkmark defaults to all Geographies NOT including Tract and Block Groups)

☐ Merge Estimates with Margin of Errors (This will take time to perform depending on the table size selected)

Next **Cancel** **Clear Form**

8. Lastly, you will receive a popup window indicating the Summary File retrieval is complete. Simply click "OK"

Figure 8

Step 2 of 2: Table Lookup

Select Table Name by ID or by Table Description

☒ Select by Table ID ☐ Select by Table Description

☒ Tract and Block Groups ONLY (no checkmark defaults to all Geographies NOT including Tract and Block Groups)

☐ Merge Estimates with Margin of Errors (This will take time to perform depending on the table size selected)

Next **Cancel** **Clear Form**

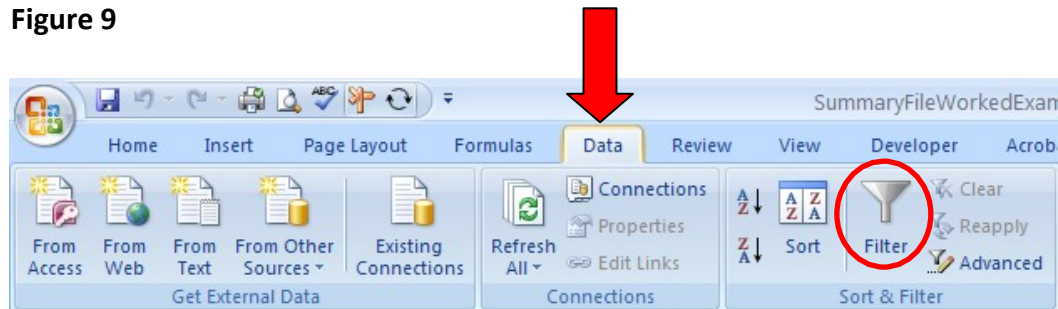
File Type	Estimate Type	State	Latitude	Sequence Number	LOGREC NO	Geo Name	B16002 Total:	B16002 English only	B16002 Spanish:	B16002 Linguistically isolated	B16002 Not linguistically isolated	B16002 Other Indo-European languages:	B16002 Linguistic isolates
2760	ACSSF	2009e5	mi	000	0042	0011922	Block Group 1, Census Tract 9801, Alcona County, Michigan	457	433	0	0	0	24
2761	ACSSF	2009e5	mi	000	0042	0011923	Block Group 2, Census Tract 9801, Alcona County, Michigan	607	569	8	4	4	26
2762	ACSSF	2009e5	mi	000	0042	0011924	Block Group 1, Census Tract 9802, Alcona County, Michigan	386	366	3	0	3	4
2763	ACSSF	2009e5	mi	000	0042	0011925	Block Group 2, Census Tract 9802, Alcona County, Michigan	555	555	0	0	0	0
2764	ACSSF	2009e5	mi	000	0042	0011926	Block Group 1, Census Tract 9802, Alger County, Michigan	646	600	27	0	27	13
2765	ACSSF	2009e5	mi	000	0042	0011937	Block Group 2, Census Tract 9802, Alger County, Michigan	586	509	2	0	2	31

Apply Filtering

You can easily sort the data by applying the Filter. There are several ways to sort the data in Excel; this example just displays one way to sort the data by Block Group.

1. Select the "Data" tab → Click on "Filter"

Figure 9



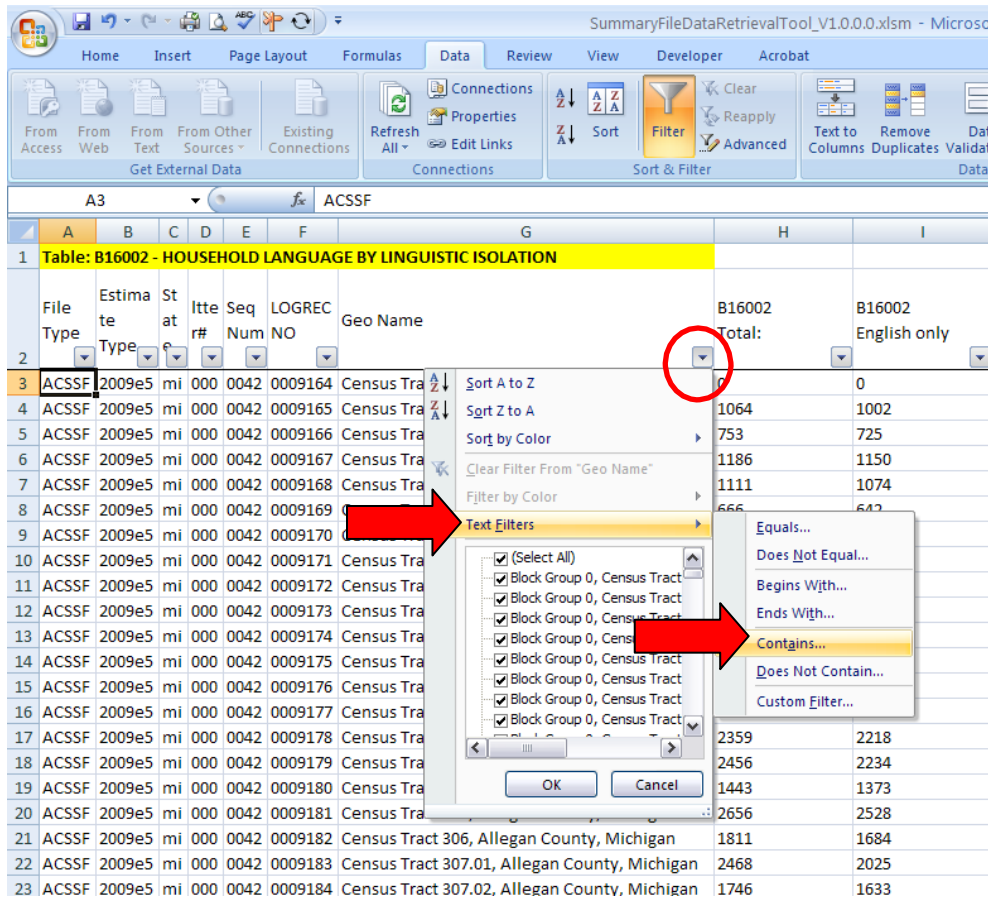
2. Now you will see ▼ within the column headers.

The screenshot shows the Microsoft Excel spreadsheet with the 'Table: B16002 - HOUSEHOLD LANGUAGE BY LINGUISTIC ISOLATION' selected. The table has columns for 'File Type', 'Estimate', 'State', 'Latitude', 'Sequence Number', 'LOGREC NO', 'Geo Name', 'B16002 Total:', 'B16002 English only', 'B16002 Spanish:', and 'B16002 Linguistically isolated'. A red arrow points to the dropdown arrow in the 'File Type' column header.

File Type	Estimate	State	Latitude	Sequence Number	LOGREC NO	Geo Name	B16002 Total:	B16002 English only	B16002 Spanish:	B16002 Linguistically isolated
ACSSF	2009e5	mi	000	0042	0009164	Census Tract 0, Alcona County, Michigan	0	0	0	0
ACSSF	2009e5	mi	000	0042	0009165	Census Tract 9801, Alcona County, Michigan	1064	1002	8	4
ACSSF	2009e5	mi	000	0042	0009166	Census Tract 9802, Alcona County, Michigan	753	725	7	0
ACSSF	2009e5	mi	000	0042	0009167	Census Tract 9804, Alcona County, Michigan	1186	1150	8	0
ACSSF	2009e5	mi	000	0042	0009168	Census Tract 9805, Alcona County, Michigan	1111	1074	6	0
ACSSF	2009e5	mi	000	0042	0009169	Census Tract 9806, Alcona County, Michigan	666	642	3	0
ACSSF	2009e5	mi	000	0042	0009170	Census Tract 0, Alger County, Michigan	0	0	0	0
ACSSF	2009e5	mi	000	0042	0009171	Census Tract 9801, Alger County, Michigan	1725	1652	27	7
ACSSF	2009e5	mi	000	0042	0009172	Census Tract 9802, Alger County, Michigan	1232	1109	29	0
ACSSF	2009e5	mi	000	0042	0009173	Census Tract 9803, Alger County, Michigan	807	759	13	0
ACSSF	2009e5	mi	000	0042	0009174	Census Tract 0, Allegan County, Michigan	0	0	0	0
ACSSF	2009e5	mi	000	0042	0009175	Census Tract 301, Allegan County, Michigan	2700	2171	400	108
ACSSF	2009e5	mi	000	0042	0009176	Census Tract 302.01, Allegan County, Michigan	1928	1723	112	0
ACSSF	2009e5	mi	000	0042	0009177	Census Tract 302.02, Allegan County, Michigan	1445	1332	44	0

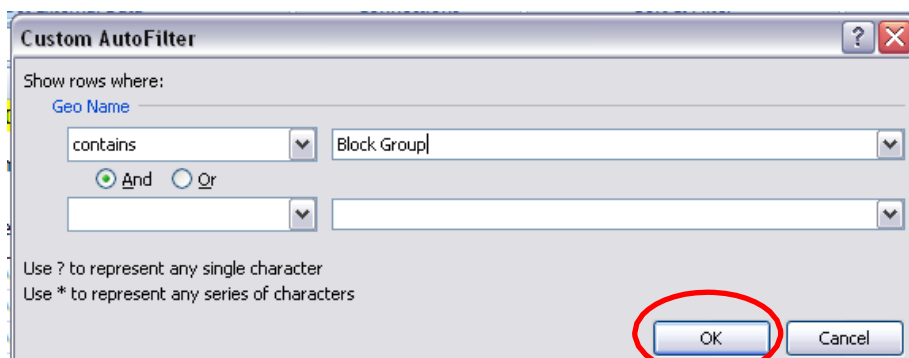
3. Select the dropdown in the “Geo Name” cell → Click on “Text Filters” → Click on “Contains”

Figure 11



4. A pop-up box titled “Custom AutoFilter” will appear (Fig. 12). In this example, we will filter by Block Groups. Type “Block Group” → Click “OK”

Figure 12



5. Now the table only displays data for Block Groups, see Figure 13.

Figure 13

	A	B	C	D	E	F	G	H	I	J	K
1	Table: B16002 - HOUSEHOLD LANGUAGE BY LINGUISTIC ISOLATION										
2	File Type	Estimate	State	Latitude	Sequence Number	LOGREC NO	Geo Name	B16002 Total:	B16002 English only	B16002 Spanish:	B16002 Linguistically isolated
2760	ACSSF	2009e5	mi	000	0042	0011921	Block Group 0, Census Tract 0, Alcona County, Michigan	0	0	0	0
2761	ACSSF	2009e5	mi	000	0042	0011922	Block Group 1, Census Tract 9801, Alcona County, Michigan	457	433	0	0
2762	ACSSF	2009e5	mi	000	0042	0011923	Block Group 2, Census Tract 9801, Alcona County, Michigan	607	569	8	4
2763	ACSSF	2009e5	mi	000	0042	0011924	Block Group 1, Census Tract 9802, Alcona County, Michigan	386	366	3	0
2764	ACSSF	2009e5	mi	000	0042	0011925	Block Group 2, Census Tract 9802, Alcona County, Michigan	367	359	4	0
2765	ACSSF	2009e5	mi	000	0042	0011926	Block Group 1, Census Tract 9804, Alcona County, Michigan	608	590	2	0
2766	ACSSF	2009e5	mi	000	0042	0011927	Block Group 2, Census Tract 9804, Alcona County, Michigan	578	560	6	0
2767	ACSSF	2009e5	mi	000	0042	0011928	Block Group 1, Census Tract 9805, Alcona County, Michigan	311	308	0	0
2768	ACSSF	2009e5	mi	000	0042	0011929	Block Group 2, Census Tract 9805, Alcona County, Michigan	373	354	0	0
2769	ACSSF	2009e5	mi	000	0042	0011930	Block Group 3, Census Tract 9805, Alcona County, Michigan	427	412	6	0
2770	ACSSF	2009e5	mi	000	0042	0011931	Block Group 1, Census Tract 9806, Alcona County, Michigan	263	253	3	0

Reset the Template


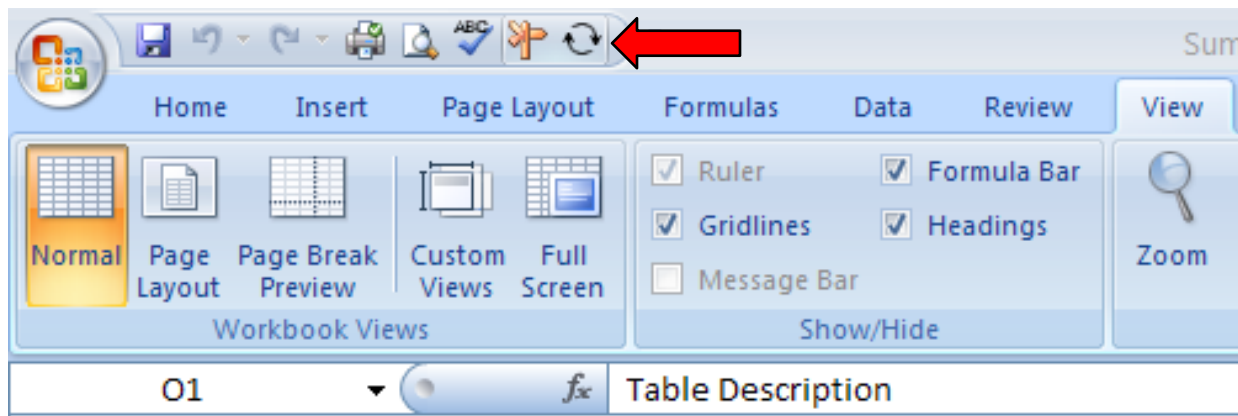
Click the reset button  to clear the template and search for a new table.

Figure 14



Troubleshooting

If you experience any problems with the ACS Summary File Retrieval Tool, we have a few suggestions on how to correct the problems that you are reporting.

Suggestion #1:

If the Retrieval Tool does not work on your PC, this could be caused by an add-in, especially PDF add-ins. We recommend disabling add-ins temporarily to see if that solves the problem:

1. Click on the Microsoft Office button (top left corner of Excel), then click Excel Options, then click Add-ins.
2. In the Manage box, select File->Options->Excel Add-ins and click "Go..."
3. Clear the check box for the add-in you want to disable, then click OK (you can enable the add-in later by going through the same steps).
4. Close and restart Excel and try your query again.

Suggestion #2:

This error may be due to a missing reference file. If an Excel workbook is transferred from one machine to another, the DLL files and Type Libraries referenced by the VBA Project are not copied along with the workbook. Only the pointers are transferred, so when the workbook is opened on the second machine, Excel tries to find the components identified by the pointers.

1. If the Summary Data Retrieval Tool was downloaded on another machine, download it again directly to the PC you are working on.
2. If the Summary Data Retrieval Tool was downloaded on the same PC, then close the Retrieval Tool and open a blank workbook, and press Alt-F11 to open up Visual Basic. Then, within Visual Basic, go to Tools, References...
3. There, you will see a list of checked References. One of them may say "Missing:" in front of the reference name. If that's true, then you will have to find where that object library resides on the computer.
4. There are four core references in this list that must be in place for VBA to work in Excel.

A. Visual Basic for Applications: (typically in C:/Program Files (x86)/Common Files/Microsoft Shared/VBA/VBA6/VBE6.DLL)

Microsoft Excel Object Library: (typically in

B. C:/Program Files (x86)/Microsoft Office/Office 12/EXCEL.EXE)

C. OLE Automation: (typically in C:/Windows/SysWOW64/stdole2.tlb)

D. Microsoft Office: (typically in C:/Program Files (x86)/Common Files/Microsoft Shared/Office14/acedao.dll)

5. For any reference that is missing, click on "Browse..." and try to find the missing file by following the above paths. Then click OK. Close and Restart Excel and try your query again

Finally, if the above suggestions do not work, you can also access the ACS Summary File using DataFerrett, the Census Bureau's free online extraction tool. Users who have accessed the Public Use Microdata Sample (PUMS) files are likely already familiar with DataFerrett.

As with the Summary File Excel Retrieval Tool, the DataFerrett approach is similar to American FactFinder. Users only need to know what detailed table they want; no reference to file organization of the ACS Summary File is required (e.g., "sequence number"). This is an ideal application if you would like to download a large number of geographic areas for a small number of tables at one time—for example, the age by sex table for all tracts in the country.

Documentation for the ACS Summary File or on other tools such as SAS programs and Excel templates are available on the ACS Summary File page at http://www.census.gov/acs/www/data_documentation/summary_file/. For general information about the DataFerrett tool, visit <http://dataferrett.census.gov/GettingStarted.html>.

If you need any additional information or have more questions, please e-mail acso.users.support@census.gov.

Minimum Hardware and Software Requirements

MS Office Product:

Office 2007 and newer

Minimum Hardware Requirements:

Intel(R) Core(TM) 2 Duo CPU E6550 @ 2.33 GHz or comparable

OR

AMD Phenom™ II X2 Processor Model 555 at 3.2 GHz or comparable

Total Physical Memory 4,096.00 MB or higher

Operating System:

Microsoft Windows XP Professional or newer

The Visual Basic code for the Summary File Retrieval Tool was written for the 32-bit versions of Microsoft Windows. Running the tool on 64-bit versions of Microsoft Windows may introduce errors.

To see whether a computer running Windows is capable of (or already) running a 64-bit version of Windows, do the following:

Click Start.

Right-click My Computer, and then click Properties. If "x64 Edition" is listed under System, your processor is capable of running a 64-bit version of Windows.

See the following URL for more information:

<http://windows.microsoft.com/en-us/windows7/find-out-32-or-64-bit>

Compression/Un-Compression Application:

Winzip version 14.5 or compatible

If you do not have Winzip or 7zip installed and available on your PC, the Summary File Retrieval Tool will display the following error message after you select a table at Step 2: Table lookup: "There has been an error unzipping the data file. Please install or check for proper installation of your compression application."

Internet Connection:

DSL connection at 1.0 Mbps or greater is recommended. The slower the connection speed, the longer the download speed.

Network:

If the Summary File Retrieval Tool is running on a network with restricted download capabilities, then the tool may not be allowed to download the ACS Summary Files from the Census hosted site.

Netbooks, iPad and like Smart Devices:

These devices do not have enough CPU power and memory to allow the application to execute in an acceptable time frame. It may take hours to process the data once downloaded.

Mac Computers:

The Summary File Retrieval Tool does not work in a Mac environment using Office for Mac and will display the following error message when run on a Mac environment: "Run-time error '438': Object doesn't support this property or method".

Microsoft's minimum requirements for Excel 2010:

The Retrieval Tool works with 32-bit versions of Excel 2013 but has issues running with the 2013 MS Excel 64-bit version, and the tool will display the following error message: Microsoft Visual Basic for Applications: "Compile error in hidden module: MainModule. This error commonly occurs when code is incompatible with the version, platform, or architecture of this application."

A good way of determining the version (32bit vs 64bit Office/Excel) in Excel 2010, is by selecting File, Help. The version is shown in the pane to the right under "About Microsoft Excel"

2010 Reference: (<http://office.microsoft.com/en-us/products/microsoft-office-2010-system-requirements-HA101810407.aspx>)